

Miscellaneous Questions and Answers

Q1 When will the USAG employees be able to review their Official Personnel Folder (OPF). How will CPAC ensure that all employees will be able to review their own OPF?

Answer: Well in advance of the RIF Effective date, CPAC will arrange for OPFs to be brought on site to the Detrick CPAC office for employees to review. CPAC will provide a schedule to employees to inform them of when to come to the CPAC in order to review their OPF.

Q2 Is there a minimum number of bids that must be received by USAMRAA before completing the CA Study cost comparison? Can the cost comparison be completed with just one private sector bid?

Can USAMRAA reveal the number of bids received prior to or after the cost comparison initial decision?

Answer: There is no minimum number of bids needed to make the cost comparison; the cost comparison can be made with one private sector bid. In accordance with Federal Acquisition Regulations (FAR), the number of bids received cannot be revealed before CA initial decision; the number of bids can be revealed after CA initial decision.

Q3 Why can't the USAG use cell phones instead of two-way radios? There would be a significant cost savings for the Government CA study, whether the MEO or contractor wins.

Answer: The radio system allows users to talk privately within major units to accomplish organizational missions (e.g. separate nets for PMO, Fire, DIS, etc. Under emergency conditions, the radios allow two-way communications among all organizations under one frequency, which is needed for a coordinated response. Cell phones usage would not permit a timely coordinated response needed under emergency conditions and would require the purchase of two-way radios to supplement the cell phones. In addition, the existing trunked radio system at Ft Detrick was purchased under an Army wide initiative to provide trunked radio systems to Army installations. As part of an Army-wide initiative, the current system will be replaced within the next 3 years. The Ft Detrick replacement system will be integrated into a Washington metropolitan area trunked radio system. This integration will allow Army personnel who travel within the Washington metropolitan area to have trunked radio connectivity. The replacement system effort should include funding to buy replacement hand held/mobile radios as well. The Army's integrated metropolitan area trunked radio capability has no capacity for integrating cell phones at this time.

Q4 Can employees form a company and submit a bid.

Answer: OMB Circular A-76 / CA regulations do not allow employees to submit bids or to form a separate company for the purpose of submitting a bid.

Government contacting rules state that "Unless there are no other sources available, the government may not award a contract to its own employees, or to companies owned or controlled by government employees. Therefore, government employees who wish to submit a bid must first resign from government".

Q5 Will we change the PWS to adjust for installation growth?

Answer: Yes, when we are certain that the growth will occur.

Q6 A number of shop personnel and myself have been questioned by MRMC's contractor representative regarding number of hours spent working various work and service orders. These indicate that he's comparing this data with that received from other sources, possibly the financial system information. I am concerned that we are releasing information that could compromise the cost study and is there a way to block release of this data?

Answer: We recently met with MG Parker and MRMC staff and expressed our concern over information requested by MRMC contractors. We will ask our legal advisors (JAG) to look into the matter and provide a recommendation on action, if any, that should be taken.

DCSLOG has spoken to the Star Digital contractor, and has determined that Mr. Wilson's inquiries were related to MRMC contract requirements.

We are going to tell the CA Contract Bidders, in effect, how many hot water heaters we installed. We will not tell them how long it took us, or our labor costs, and quite frankly, they don't care - all they care about is how many people we will say we need in the MEO to install x number of water heaters, and they will not know that - all they may know is how many people we use now and some of our material and supply resources.

Unfortunately, we need the contractors to do this type of consulting work/analysis...if we ever had that expertise in house (and I'm sure we once did) those days are over...also, the question presumes that the contractors who have this information are going to use the data for improper purposes - I'm sorry, we can't run a command on the assumption that contractors, who have a "need to know" in order to do their contracts, are going to use that data to help someone cheat to win the CA study.

Q7 In addition to labor, how are the other costs of operation (such as materials) treated in the Management Study? How are these derived?

Answer: The specific cost elements along with guidance on estimating these elements are all listed in a formulary issued by the Office of Management and Budget (OMB Circular A-76).

The labor costs are derived from the MEO, which is priced-out on a Cost Comparison Form. The OMB formulary guidance on material costs requires that you consider both historical usage and PWS requirements in determining the estimate.

Q8 With the possible change in facility planning, where will the Town Center be located?

Answer: The new PX-Commissary site will comprise the Town Center location.

Q9 Will organizations and employees get a second review of the PWS after completion of final drafts and the Off-site review?

Answer: As employees have had opportunities for review and input to early drafts, we do not plan to re-circulate for further review/comment.

Approximately 20-30 percent of PWS's (including DCTEE) have not made it to the First Draft stage. On these, employees will have an opportunity for review and comment.

After the State of Garrison meeting and the CA Steering Committee Off-site, additional gaps of information were discovered within the PWS. As a result, if major changes are made to the PWS, we will advise the workforce.

Q10 When will the Government-in-Nature positions be decided and will they be announced publicly?

Answer: The CA Steering Committee will be conducting a final review of MAI's Gin recommendations soon. At that time, Steering Committee members will be given a final opportunity to provide concurrence/nonconcurrence/suggestions before COL Greenwood makes the final decision. After the decision, we are asking the Steering Committee members to meet with their employees to review and discuss the final determination. We need to clarify, however, that we are talking about GIN functions, not positions. A GIN function may be performed within a small portion of one position or it could be performed by several full-time positions, or any combination or portion of positions. There is really no way to designate a position as GIN at this time. Actual GIN positions will be identified within the Management Study and will be part of the Residual Organization. Also, please be aware that just because you (or someone you know) currently occupies a position that is not considered reviewable, does not mean that you are exempt from the RIF procedure - specifically the bumping and retreating process.

Q11 Is there a current timeline showing all CA review actions and all follow-up actions (RIFs, early-outs, etc.)?

Answer: Milestones have been developed for the study, which identify the actions/events of the study. The major milestones - completion of the PWS (Performance Work Statement), completion of the Management Study, initial decision, final decision, etc. were provided to the workforce at the Kick-off Meeting in December 1999. The final dates for specific personnel actions such as surveys of interest for VERA/VSIP, registration for VERA/VSIP, release of RIF letters, etc. have not yet been established.

Q12 Who is maintaining the timeline and how can garrison employees get a copy of it? Will it be maintained on-line for all garrison employees?

Answer: The CA Office is maintaining the milestone list. Personnel dates will be incorporated into the milestone list once they are established. The dates will be announced to the workforce at that time. The list of major milestones will be made available on the Intranet site. They can also be obtained by contacting any Steering Committee or CARE Team member.

Q13 What is a PWS? Is it like a job description?

Answer: The Performance Work Statement (PWS) describes the services we want performed-i.e. maintenance of facilities, library services, supply functions, administrative duties, etc. It also identifies the amount of work (workload) to be performed but does not specify how the work is to be performed. It is unrelated to the individual job description, which identifies the specific requirements of an individual position. Job descriptions will not be part of the process until the Management Study stage of the study when job descriptions for the "new" positions of the MEO are prepared. They will then be used as resource documents.

Q14 Is it true that Fort Detrick has to undergo a CA study every five years regardless if we win or lose?

Answer: It is not mandated that Fort Detrick will have to undergo a CA study every five years; however, if we win there is a high probability that we will - Congress and other higher authorities can change the rules at anytime. If we lose, conducting a CA study in an attempt to win the work back from the contractor is very unlikely and is only done under very limited circumstances. The winning contractor, however, will be required to periodically re-compete for this work with other contractors. The time frame for re-soliciting contracted work can vary, but for the type of work under the current study, the time frame would normally be from one to five years. This is done to ensure that work performed is as efficient and cost effective as possible.

Q15 Would the contractor be subject to the same regulations and constraints as in-house personnel in performing the functions?

Answer: The contractor must meet the requirements of the PWS, and must comply with all the laws or legal regulations that are imposed on any employer and government contractor (some of which are more burdensome than the requirements placed on the federal government - e.g., the federal government does not have to get insurance, and does not have to "certify" to anyone else that it is in compliance with laws and contract clauses, etc.). Beyond that, the contractor is not subject to any constraints simply because we are subject to it. That is why we need to look at the way we do business, and to eliminate any unnecessary, self-imposed "constraints" on the way we do things.

Q16 How many people would a contractor hire if he wins?

Answer: Contractor proposals will include planned staffing levels to accomplish the work in the PWS, and the Proposal Evaluation Board will evaluate the adequacy of contractor proposals. It is extremely critical that all of the required functions you are performing are identified in the PWS so that the Government and the contractor personnel costs are based on the same work.

Q17 If a function is contracted out, could this same function be returned to an in-house function if the future?

Answer: CA contracts are reviewed at least every 5 years to determine if continued performance by the private sector is cost effective for the Government. This review would evaluate whether it would be more economical to continue to contract the function or return it to an in-house operation. If evidence suggests the latter, then a formal cost comparison would be initiated to determine if the function should be returned in-house.

Q18 Is it possible to get some estimated timeline information on the CA study? What milestone dates have been established, and are the milestone dates in some easy to read format like a flowchart, or a format from other project management software?

Answer: The milestones for the Fort Detrick study have been prepared in draft form. We have not finalized them because the delay in obtaining a consultant may cause us to move the milestones out a month or more. Once the milestones can be finalized, we will submit them to MEDCOM for approval. When we receive their approval, we will publish the milestones to the workforce through several means (bulletin, web page, Standard, etc.).

Q19 The rumor mill says that the CA timeframe has been reduced from 3 years to 2 1/2 ?

Answer: The study milestones have not been finalized or approved. However, the AR 5-20, Commercial Activities Program, directs that a multi-function study (like ours) must reach the initial decision no later than 3 years from the date of Congressional Announcement (18 Jun 99). This means we must reach initial decision (or bid opening) no later than 18 June 2002. It is anticipated that, due to the relatively small size of this study, we will reach that point several months earlier. This projection may change as a result of the delay in obtaining a study consultant.

Q20 Regarding the Information Paper dated 27 July 1999, subject to provide the workforce an explanation on a 93 position TDA decrement. First: Are all the upcoming reductions coming out of the DIS? Second: Does this mean the 52 future reductions in FY00 will start in Oct.? Third: Once the 52 positions are taken, and rift actions start happening, are overhires the first to be rifted?

Answer: The referenced TDA revision involved the decrement or removal of the "authorization" from 93 positions in the DIS. The positions themselves have not been decremented. There is no impact to the workforce as a result of this action - it is a manpower accounting action. There is no reduction to the workforce planned as a result of this TDA revision. In the event of a reduction-in-force (RIF) at a point in the future, an employee's status is based on personal tenure (career, career-conditional, temporary), veteran's preference, length of service and performance. Your status or rights in a RIF are not impacted in any way by the type of TDA designation on your position (authorized, unauthorized).

Q21 Can SAIC be exempted from bidding?

Answer: No. There is no legal basis to prevent SAIC from submitting a proposal.

Q22 Can we obtain PWS from organizations that have won?

Answer: Yes. There have not been many large multi-function studies completed, most are still in progress. We plan to obtain several PWS from other installations undergoing the same type of study.

Q23 Did we put in a request for a waiver from CA?

Answer: No. The only "waiver" is a waiver from conducting a cost comparison study, meaning that the workforce would not compete at all; it would only be contractor vs. contractor to take over the non-GIN functions. The CA program is mandated by Congress and directed by higher headquarters. Several years ago, however, we requested a deferment from MEDCOM to allow us to proceed with our reorganization efforts. MEDCOM granted us that deferment and we have been able to postpone many CA initiatives until now. Fort Detrick has been directed to begin a CA study by MEDCOM and the Department of the Army.

Q24 Ask Congressman Bartlett and Senators Mikulski and Sarbanes to speak to workforce.

Answer: The leadership of Fort Detrick cannot request that members of Congress speak to the workforce. However, members of the workforce may do so. If a Member of Congress comes to Fort Detrick, we will make facilities available, and permit employees administrative leave to hear the Member speak. It is requested that the Commander's office be kept informed of any initiatives of this type so that preparations can be made for any visit from a member of Congress.

Q25 Who can receive a copy of the CPAS listing of positions to be studied? Can a copy of the entire CPAS be provided?

Answer: The CPAS may be released upon request, as it is not considered "procurement sensitive." However, supervisors have been given the portion of the CPAS pertaining to their individual areas of responsibility. At the State of the Garrison Meeting, a listing of the affected positions was provided to the attendees.

Q26 Who has the listing of the definition of the codes on the CPAS listing and can a copy be provided?

Answer: The codes on the CPAS were designated by HQDA. The CARE team has copies of the code list and will provide each director with a copy of the list.

Q27 Some positions are not listed on the CPAS and it appears that they were not authorized positions. Does that mean that the position is not to be studied?

Answer: The CPAS document reflected only the authorized positions in each functional area. However, there are overhire (required, not authorized) positions inherent within most of the functions. The CA study will entail the entire function, to include both authorized and overhire positions.

Q28 The Personnel Property Area is already under study by a DOD level review. How does this affect them?

Answer: As of this time, there is no effect. That area will be included in the Fort Detrick study. If a decision is reached in the other study which precludes further study locally, it will be removed from the Fort Detrick CA study at that time.

Q29 Positions that were in the BOP and now part of the DIS are not listed for review. How does it affect them since they are now part of the DIS?

Answer: If they were identified for review while resident in the BOP, they are included as part of the DIS. If the positions were designated as governmental-in-nature, that designation should remain valid, regardless of the physical location of the employee.

Q30 Is there a library that has all the references listed in the handout?

Answer: There is not a specific CA library which houses these regulations. The CARE team has copies of the following references which can be provided to the directors/supervisors upon request:

- OMB Circular A-76 (1983 and 1996 Supplement)
- AR5-20 Commercial Activities Program
- DA Pamphlet 5-20 Commercial Activities Study Guide
- DODD 4100.15 Commercial Activities Program
- DA Pamphlet 690-36 A Civilian Personnel Office and Equal Employment Opportunity Office Guide to the Commercial Activities Program
- DODI 4100.33 Commercial Activities Program Procedures

To eliminate duplicate requests and costs for reproduction of these items, we ask that all requests for documents be made through the directors/supervisors.

Q31 Why were the Site R positions on the list if they are exempted?

Answer: When the CPAS was prepared, we were required to use the TDA that was in effect at that time. On that TDA, those positions were still located in the reviewable functional areas. The transfer occurred in later TDAs. We have requested assistance from MEDCOM on how those positions should be handled, now that they are located outside of the reviewable area.

Q32 What happens to the Partnership with NCI now that the CA has been announced? Most of the NCI representatives were part of SAIC.

Answer: There should be minimal impact on the partnership as a result of the CA announcement. Early in the partnership it was agreed that the partnership task force would only consider those areas where there was no potential of affecting the in-house workforce. That agreement remains in effect. To date, the partnership has explored areas such as training services, use of leased vehicles, Y2K services, working together on ethnic observances, and limited co-use of contracts (asbestos removal, roofing, paving, etc.). There are no plans to look at those areas where there could be an impact on personnel.

Q33 Will the head of the NCI Partnership Team and the CA Study Team remain to be the same person?

Answer: No. A CA study is labor intensive and requires that many of the functions once performed by the one CARE study team leader be passed to other members of the Garrison staff.

Q34 I am not under study, so should I be concerned about submitting a resume to CPOC?

Answer: The RESUMIX system for submission of resumes is only used to fill vacant positions, not for CA or RIF purposes. (If you are interested in being considered for vacant positions, you must submit a resume to CPOC.) In the event a RIF is required, your 201 file would be used to check/verify your qualifications. All employees, regardless of whether their position is under CA review, should make sure their 201 file is up-to-date. Employees may use amended experience and qualification statements to update their qualifications.